HOW TO ENROLL FOR TRAINING IN FACES.NET

CREATION DATE: March 3, 2006
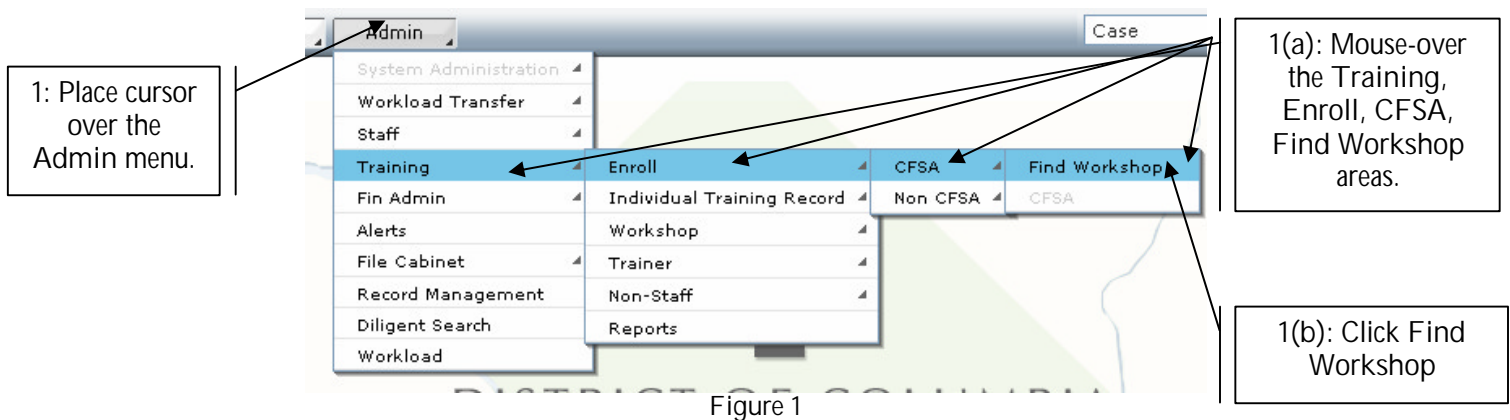
Pointers to Remember:

The Enrollment screen is used to enroll individuals in training workshops. There are two types of workshops to enroll in, CFSA and non-CFSA. Either type of workshop requires a supervisory approval.

Enroll in Workshop

Steps Include:

Step 1:   Place the cursor over the Admin menu, then Training, Enroll, CFSA, and click Find Workshop.

Figure 1

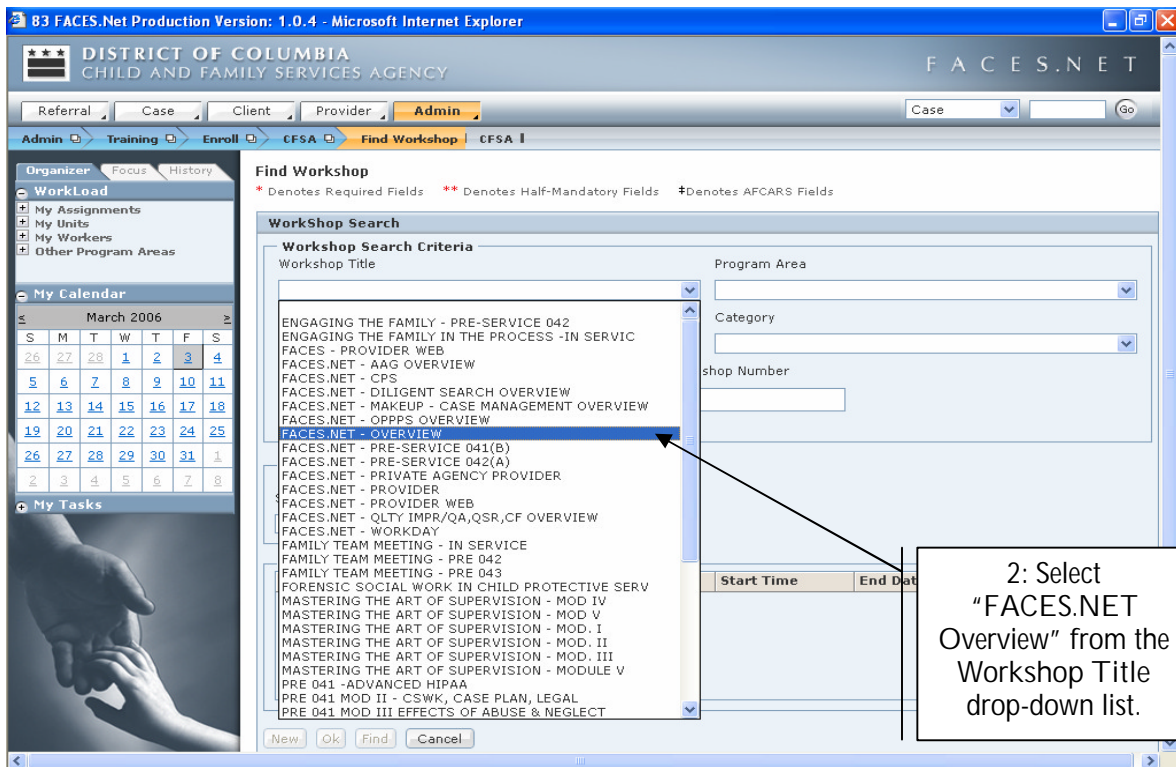The Workshop search screen displays.

Figure 2

Step 2:   Select "FACES.NET Overview" from the Workshop Title drop-down list.

Step 3:   Click the **Find** button to display the Workshop Search Results list in the inset grid.
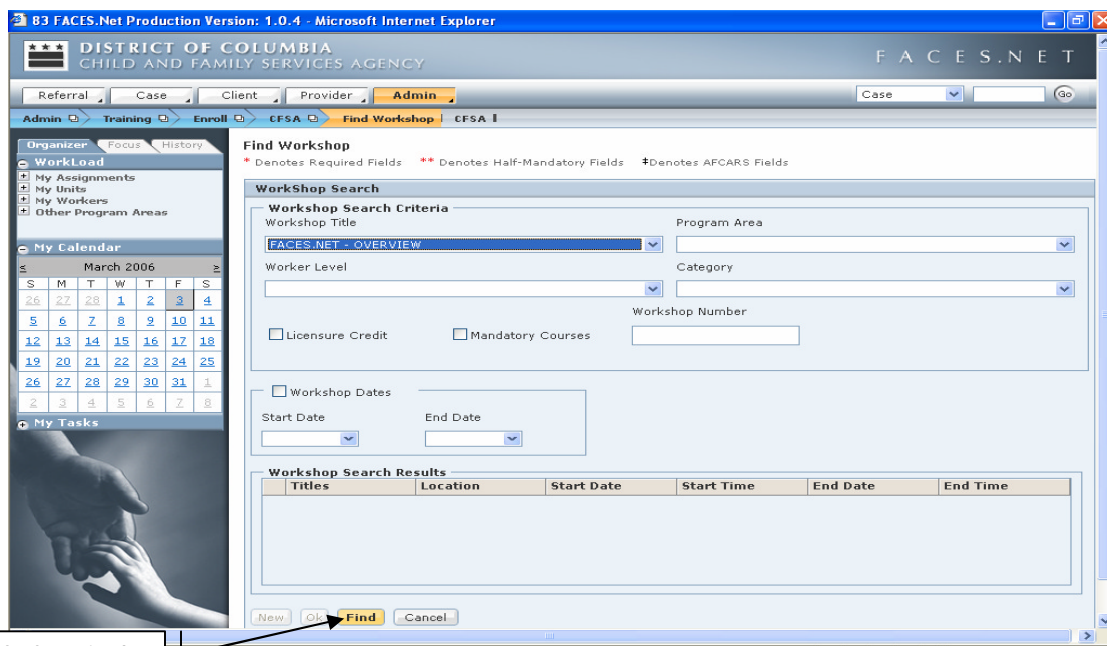

Figure 3

Step 4:   Select the workshop from the inset grid.

Step 5:   Click the OK button.
           The Training breadcrumbs will refresh with a CFSA button.

4: Select a Workshop from the inset grid.

5: Click OK button.

Figure 4

Step 6:   Click the CFSA button.
          The Training Enrollment CFSA screen displays.

Step 7:   Click the Find Persons button to add yourself to the class.
          The Search Person screen displays.

6: Click CFSA button.

Figure 5

7: Click Find Persons button.

Step 8:   Click the Find button.

Step 9:   Select yourself from the search results and click the Ok button.
           The Training Enrollment CFSA screen displays and previously selected person displays
           in inset grid.

9: Then select yourself and click Ok.

8: Click Find button.

Figure 6

Step 10:   Click the Approval button to create a request for approval to the supervisor.

Figure 7

10: Click Approval to request approval from supervisor.

Step 11:   Click the Request checkbox.

Step 12:   Click the Ok button to send the approval request to the supervisor.

11: Click Request
checkbox.

Figure 8

Note:
- Individuals requesting enrollment in training are <u>not</u> officially registered for a workshop until it is approved by the supervisor.
- Also see Section 15 - Support Tools in the Case Management manual for more details.